

## Mandatory Documents



**All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.**

Document	Document Description
<b>Certification Application Notarization (New Application)</b>	Download, print, sign, notarize and provide this affidavit with your application.
<b>Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based</b>	Download, print, complete, sign, date, and notarize the provided form.
<b>Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments</b>	Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.
<b>Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit &amp; Loss Statement</b>	Taxes cannot be used for this requirement.
<b>Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based</b>	Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.
<b>Documented proof of sources of capitalization and investments</b>	Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.
<b>Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm</b>	For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.
<b>Resumes of all principals, partners, officers and/or key employees of the firm</b>	Show home address and telephone number, all education, training, and employment history with dates.
<b>Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts</b>	
<b>Current, signed lease or Deed for all locations where your firm conducts business</b>	Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the form of cancelled checks (both front and back).
<b>Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates</b>	If doing business under an assumed name.
<b>If out-of-state business, provide a New York State Vendor Tax Number</b>	Can be obtained by contacting the New York State Department of Taxation and Finance at (800) 972-1233.
<b>Business Certificate, including any amendments</b>	

## Required Documents



**Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.**

Document	Document Description
<b>Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth</b>	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. <a href="#">Click here to download instructions for filling out</a>

**exceeding \$1.3 million**

**Proof of minority status as described in the definition of MBE under Article 15-A for for each Minority who has an ownership interest in the applicant firm**

**Proof of gender (any government-issued identification)**

**Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment**

**All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.**

**Any employment agreements**

**Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business**

**Any certification, decertification or denial of certification documentation**

**Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual**

**Copy of the New York State Vendor Tax Registration**

**Written request for exemption from disclosure regarding trade secrets**

**Written request for exemption from public disclosure of certain records maintained by the program**

**Proof of business activity in the form of a signed contract or purchase order**

**Addendum for MWBE Certification with New York City Department of Small Business Services**

**Addendum for MWBE Certification with The Port Authority of New York and New Jersey**

the Worksheet.

Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant's minority decent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.

Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.

Out-of-State firms should attach copy of their home state certification, if similar process exists.

New York State Division of Minority and Women Business Development is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the program. The request for exception must be in writing and state why the information should be excepted, specifying the items or portions for which the exemption is requested.

Provide this documentation if the firm has no revenues in the last three years.

Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.

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